

**MINUTES  
FOR THE REGULAR MEETING  
CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD  
Docket No. 5442**

## 1. Opening of Meeting:

The Appeals Board convened at 10:30 a.m., April 13, 2004, at the Sherman Oaks Hearing Facility, with Chair Cynthia K. Thornton presiding.

## 2. Roll Call: Members

## Present

**Absent**

Cynthia K. Thornton, Chair

**X**

Miller Medearis, Vice Chair

**X**

Jack Cox

**X**

Don L. Novey

**X** (via phone)

Virginia Strom-Martin

**X**

Steve Maviglio

**X**

Ann Richardson

**X** (via phone)

### 3. Approval of the Minutes:

The minutes of the March Board meeting were approved.

#### 4. Chair's Report:

Chair Cynthia Thornton reported that she and Executive Director/Chief ALJ Jay Arcellana have continued to conduct office visits for the purpose of discussing ongoing administrative and workload matters with staff.

Chair Thornton reported on the California Performance Review Commission, the Governor's task force to review state government, which has contacted her and other CUIAB staff for information and input. The CPR Commission is very open to new ideas.

Chair Thornton also reported that she and Executive Director/Chief ALJ Jay Arcellana, along with ALJ II Hugh Harrison and Budget Officer Renee Erwin, have continued their budget meetings with the Labor Agency. Issues concerning the CUIAB's budget were dealt with at the staff level, so that CUIAB was not required to appear before the Senate Budget Committee last month.

Chair Thornton and Executive Director/Chief ALJ Jay Arcellana thanked the Pasadena staff and Sharon Walder in particular for their hospitality.

**5. Chief Administrative Law Judge/Executive Director's Report:**

Executive Director/Chief ALJ Jay Arcellana reported that a new budget letter was issued by the Department of Finance requiring state agencies to reduce their general fund expenditures by an additional three percent. The impact upon CUIAB is minimal, approximately \$15,000, since general funds account for a very small share of our funding.

Executive Director/Chief ALJ Jay Arcellana also reported CUAIB has received an exemption from the Department of Finance for time base changes, lateral transfers, and hiring from outside of state government if the SROA list has been cleared and no other state employees are eligible or qualify for our positions. Prior to this, we were required to obtain an exemption for each individual position. Deputy Director Pam Boston and her Administrative Services staff were thanked for their hard work in obtaining this important exemption.

Executive Director/Chief ALJ Jay Arcellana also referenced an executive order requiring state agencies to reduce travel by 35 percent, and noted that CUIAB has reduced its travel by 46 percent, representing a savings of approximately \$460,000.

Executive Director/Chief ALJ Jay Arcellana further reported on the May budget revise. Current fiscal year projections now are 265,256 UI cases, representing a 61.5 PY increase and \$3,224,949 personnel services funding increase; 23,820 DI cases representing a 12.3 PY reduction and \$64,600 personnel services funding decrease. For the fiscal year 2004/05, the projections are 247,100 UI cases, representing a decrease of 41.4 PY's and \$2,172,756 in reduced personnel services funding; 22,690 DI cases representing a reduction of 15 PY's and \$785,000 in personnel services funding. This means the CUIAB must approach any hiring very carefully to avoid an overstaffing situation in the next fiscal year.

Member Strom-Martin inquired about funds for staff training. Executive Director/Chief ALJ Jay Arcellana stated that we have adequate funds in the current fiscal year, but that the administration is not receptive to the kind of statewide conferences CUIAB has conducted in the past.

**7. Branch Reports:**

a. Executive Director/Chief ALJ Jay Arcellana reported that the March workload was extraordinarily large, with 24,500 UI cases verified, an increase of 5,000 over February; and 2,822 DI cases verified, an increase of 2,000. Dispositions also were very high, with 24,383 UI cases disposed, an increase of 4716 over February; and 2487 DI cases disposed, an increase of 367. These figures do not include multi-claimant and trade dispute cases.

Executive Director/Chief ALJ Jay Arcellana specifically acknowledged the Field Operations Headquarters Office and the Regional Support Units for their work in registering the trade dispute cases. Those two offices registered well over half of

the 17,800 cases. The remainder were registered by P&PM and Administrative Services Branch. Periodic reports on the status of the grocer's trade dispute have been provided to Patrick Henning, the consultant to the Senate Labor and Industrial Relations Committee, at his request.

b. Deputy Chief ALJ Julie Krebs, Appellate Operations Branch, reported that her branch registered 1,945 cases in March, which represents a 25 percent increase over the fiscal year average. Appellate disposed of 1,791 cases, a 16 percent increase over the fiscal year average. She noted that the DI appeals are trending downward. Appellate is making the 150 day time lapse standard at 99 percent. Deputy Chief ALJ Julie Krebs further noted that the Appellate Operations performance in the case aging project has improved to 46 days.

Deputy Chief ALJ Julie Krebs reported that Appellate Operations has appointed a new LSS II, Ana Ibarra, effective March 29. Ana has been an LSS I in the Sacramento Office of Appeals for the last several years, and had previously worked as an LSS I in Appellate Operations.

c. Deputy Director Pam Boston, Administrative Services Branch, reported that her branch has been assisting the Sacramento Office of Appeals with its large unverified cases backlog.

d. Deputy Director Mary Walton-Simons, Planning and Program Management Branch, reported that DPA had approved two additional SSM I positions for P&PM. After full circle interviews, Martha Silva and Martha Diaz were selected, and were present for introduction to the Board.

Martha Silva is the SSM I over the Training Division, which includes bilingual services, software training, News and Views, ALJ biographies, and judicial training support. Ms. Silva has been the Agency's bilingual services coordinator for the past two years.

Martha Diaz is the SSM I over the Workload Unit. This unit includes the workload analysts and tax specialist. Ms. Diaz has been the tax analyst for the last several years. Recently, she has coordinated the organization, registration, and calendaring of the 17,800 trade dispute cases appeals.

Deputy Director Mary Walton-Simons further reported that the support staff conference yearbook is nearing completion. Approximately 400 will be produced. Ryann Rojas was acknowledged for her hard work in putting together this publication.

Finally, Deputy Director Mary Walton-Simons noted that the ALJ biographies will be out within the month.

**8. Chief Counsel's Report:**

Chief Counsel Ralph Hilton noted that ten new court cases were received this month, and ten cases were closed. Of the closed cases, nine were wins and one was a remand.

Chief Counsel Ralph Hilton further reported that the Board members' weekly caseload remains stable. Finally, Chief Counsel Ralph Hilton advised the Board that the new, CATS-based e-file would be initiated tomorrow.

**9. New Business**

Claimant Orientation Video Presentation -- PALJ Tim McArdle (Attachment A)

The Board Members indicated they are interested in pursuing this concept.

**10. Public Comment:**

There was no public comment offered.

**11. Closed Session:**

The regularly scheduled Board meeting adjourned, and the Board entered into closed session. No votes were taken on any matters in closed session.